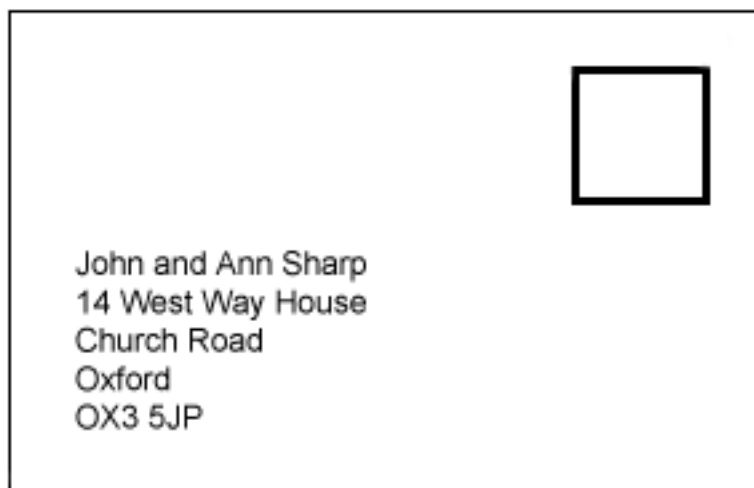


# **Whos' got mail?**

## **Using Literature to Promote Letter Writing**

1. Letter writing
2. Email
3. Postcards



## Read the following letters and answer the following questions:

Who is writing? to whom?

What's the reason for writing?

What kind of letter is it?

What are the similarities and differences between formal and informal letters?

## Underline useful expressions and phrases

My friend,

Welcome to the Carpathian Mountains. I am anxiously expecting you. Take the coach to Bukovina.

My carriage will wait for you on the road to the Borgo pass and take you to my castle. I hope you had a pleasant journey from London and that you will enjoy your visit to my country.

Your friend,

Dracula

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____



Dear Mađam,

I am writing this letter for Mr Jonathan Harker. Unfortunately, he is not strong enough to write. He has been here for six weeks. He is suffering from a terrible brain fever, but he is getting better. he asks me to tell you that he loves you. Please tell Mr hawkins, his employer, that his work is completed.

Yours with sympathy and blessings,

Nurse Agatha

P.S. Because you are going to be married. I must tell you that something terrible has happened to him. In his sleep, he shouted about wolves, poison, blood, ghosts, demons and other terrible and frightening things. You must be very careful that nothing excites him. His condition is very delicate

Dear Nelly,

Last night we came back to Wuthering Heights and I heard about Cathy's illness. I cannot write to her, and Edgar does not want me to write to him, so I'm writing to you.

Is Heathcliff a man or a devil, Nelly? If he is a man, is he mad? I believed that he was a fine man. He told me that I did not understand what kind of man he was. But I did not believe him. he hanged my dog to show me how cruel he was, and I did not say anything. (..)

I am so frightened. I hate him, Nelly. I am expecting a child and I am terrified. Oh, I have been stupid! Please come and see me!

Isabella

Tellson's Bank

Temple Bar

London

18th November 1775

To Mr Jarvis Lorry

We have news from Tellson's Bank in Paris. Doctor Manette is alive. He is living at the wine shop of Monsieur and madame Defarge in St Antoine, Paris. Doctor Manette is il. He was in prison for eighteen years.

Lucie Manette- Doctor Manette's daughter- will meet you in Dover. Go to the Royal George Inn, in Dover. Wait for Lucie Manette there.

Lucie has never met her father. Take Lucie to Paris with you. Then bring Doctor Manette and Lucie back to London.

Yours sincerely,  
Tellson

## LETTER CHECKLIST

**When writing a letter, make sure you include:**

- ☐ Date
- ☐ Salutation and Greeting
- ☐ Body of Letter
- ☐ Closing
- ☐ Signature  
(optional: postscript)

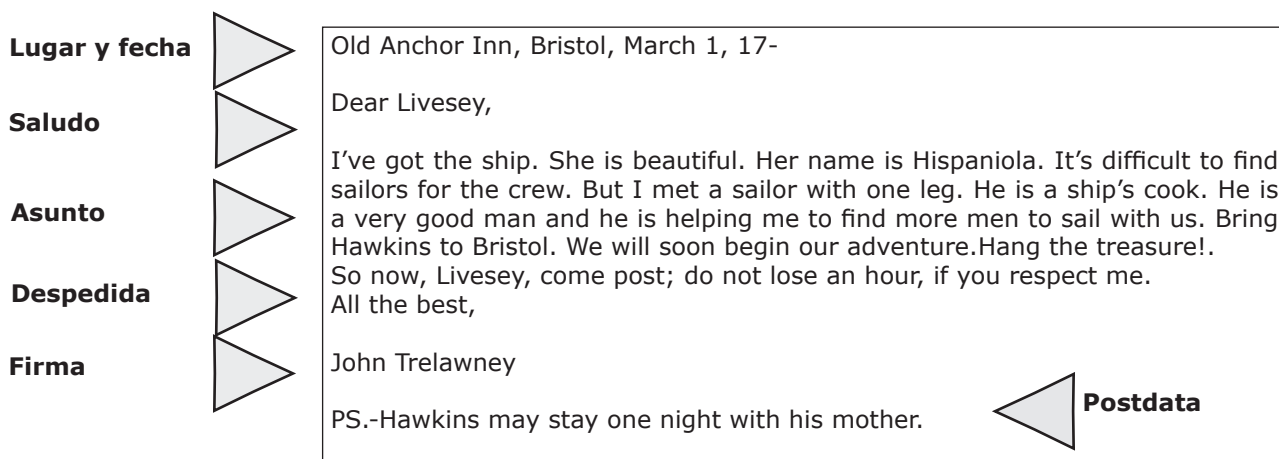
**Remember to check for:**

- ☐ correct spelling
- ☐ correct capitalization
- ☐ correct punctuation

La carta personal es un escrito en el que se abordan asuntos particulares.

Este tipo de cartas van destinadas a alguien con quien el remitente- la persona que escribe la carta- mantiene una relación personal, sea del tipo que sea: un amigo, un familiar, un compañero de trabajo . . .

La carta personal se transmite por correo ordinario (o postal) o por correo electrónico ( en inglés, e-mail). En ambos casos presentan la estructura que se indica a continuación



### Estructura de la carta personal

#### Lugar y fecha

#### Saludo

Se utilizan frases como Querido/a, estimado/a y luego el nombre del destinatario, seguido de dos puntos y aparte. En inglés, va seguido de coma y aparte

#### Asunto

Organizado en diversos párrafos para mayor claridad.

#### Despedida

Algunas frases habituales son:

Si se trata de personas que se conocen poco: Atentamente, con mis mejores deseos, saludos . . .

Si se trata de personas cercanas: Escribe pronto, besos, . .

#### Firma

dependiendo del destinatario, se escribe sólo el nombre y los apellidos

#### Postdata

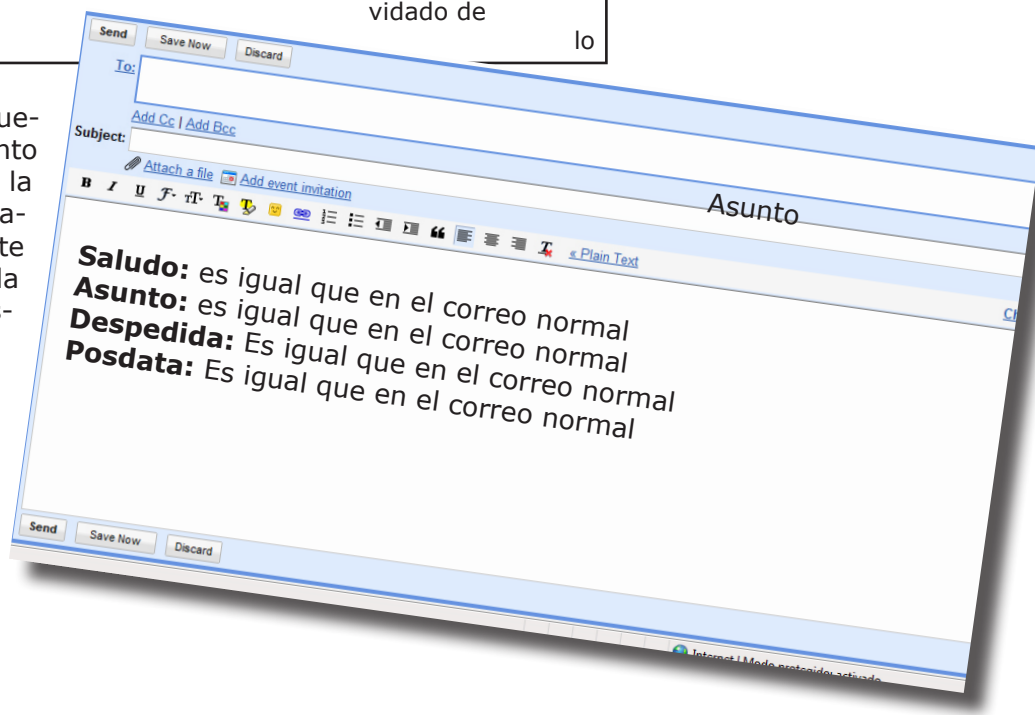
Si el remitente se ha olvidado de decir algo y ya ha firmado,

vidado de

lo

En las cartas personales puede utilizarse un estilo tanto formal como informal; la elección depende de la relación que tengan el remitente y el destinatario así como la finalidad con la que se escribe la carta:

- contar algo a una amiga
- felicitar
- solicitar información
- dar el pésame



## LAY-OUT

No name here, just your address - and remember your zip code

Date

Dear (name),  
or Hello (name),

This is the body of your letter.

Useful phrases for the ending: write soon, I'm looking forward to hearing from you

Some appropriate closings are:  
Love, Lots of love, yours, etc.

### Ending an informal letter or email:

Well, time to go  
Well, it's time to go  
Write soon  
Love  
Lots of love  
All my love  
Look after yourself  
Take care of yourself

## GET A BETTER LETTER by using useful phrases

### Useful Phrases for informal letter writing

#### Informal Letters - Greetings:

Dear Sally,  
Hello Sally,  
Hi Sally,

#### Informal Letters - Introductory paragraph:

Sorry I haven't written for ages  
Sorry it's taken me so long to write  
How's it going?  
How are you?  
How are things?

#### An informal letter referring to good news:

Glad to hear about  
I'm really glad to hear about  
I'm very happy to hear about

#### An informal letter referring to bad news:

I'm extremely sorry to hear about  
I'm very sorry to hear about  
It's very sad to hear about your

#### Informal Letters - Introducing points

By the way  
Did you hear about  
Did you see  
Have you seen  
Tell me about  
Oh, another thing

Send Save Now Discard

To: raquel@hotmail.com

Add Cc | Add Bcc

Subject: visit to intech

Attach a file Add event invitation

B I U F T T Plain Text

Hi Barbara,  
How is it going in Baza? I'm at Intech museum with my friends. We all love it, it's awesome!. There are lots of interesting things to do, but my camera is broken. so I can't take pictures. Luckily, my friend Jessica has got a new mobile phone and is taking some photos. Anyway, you can see some photos at its website (just write the words "intech museum" in the browser). I'll tell you everything about this visit on Wednesday.  
I hope your long weekend is fun, too!  
Your friend,  
Elisabeth  
PS: It's raining again and the temperatures are very low.

Send Save Now Discard

# Personal Letters

## Tips for writing a Personal Letter – writing to someone you know well

Your address is always on the top right of the page.

Skip a line and write the date below this.

You are writing to someone you know well so your greeting could be:

Dear Mary  
Hi Mary  
Hello Mary  
Greetings Mary

Your message can be long or short. Write what you would say to the person if you were talking to them.

Your **Sign off** could be:

Love, Best wishes, All the best,  
See you soon, Take care

**Signature:** Just write your first name *Mary*

The diagram shows a template for a personal letter with the following sections and labels:

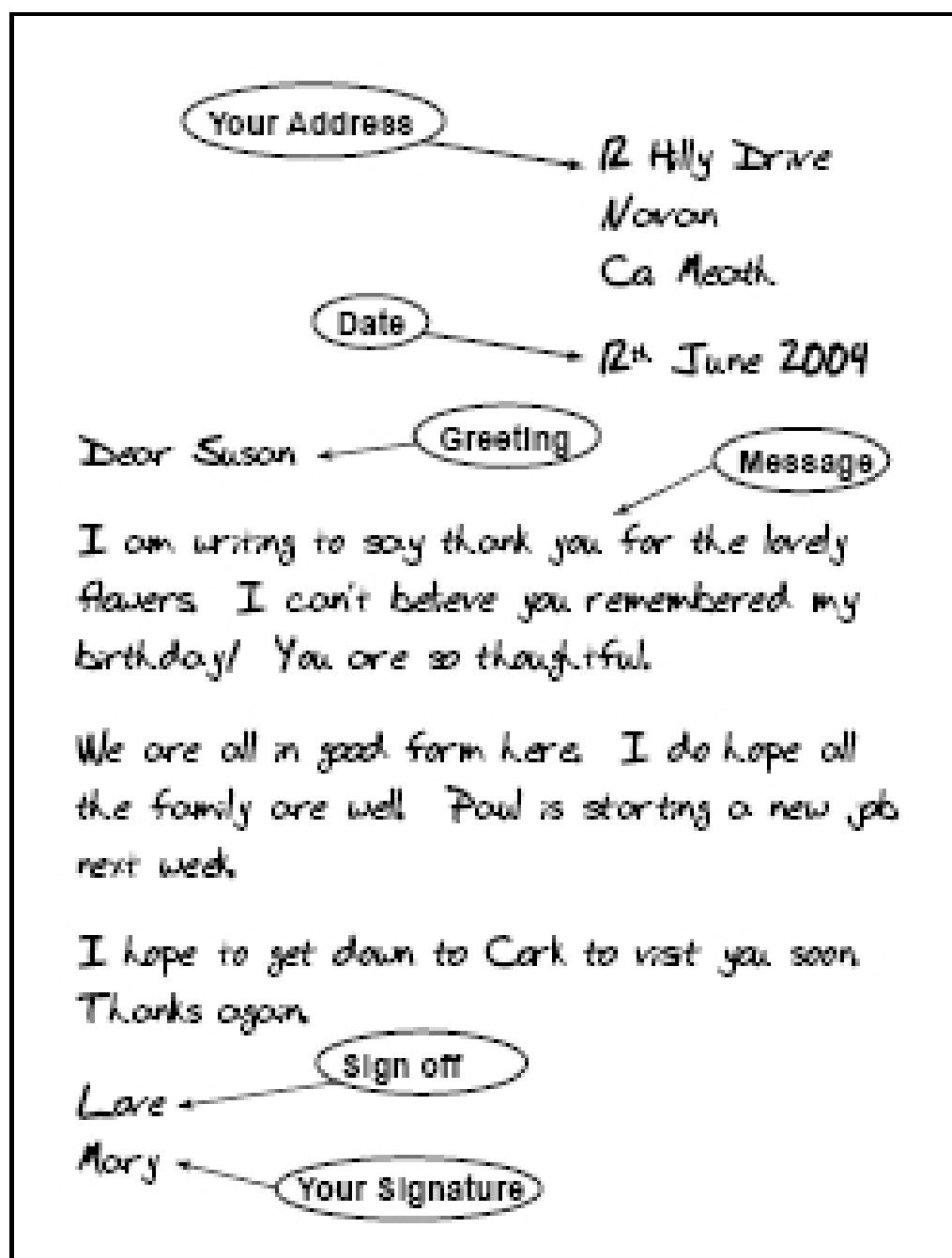
- Your Address:** Indicated by an oval label with an arrow pointing to the top right corner, consisting of three horizontal lines.
- Date:** Indicated by an oval label with an arrow pointing to a line below the address.
- Greeting:** Indicated by an oval label with an arrow pointing to a line below the date.
- Message:** Indicated by an oval label with an arrow pointing to the main body of the letter, which consists of ten horizontal lines.
- Sign off:** Indicated by an oval label with an arrow pointing to a line below the message.
- Your Signature:** Indicated by an oval label with an arrow pointing to the bottom line of the letter.

---

## Personal Letters

Letter to someone you know well

### Layout of a personal letter



Source: <http://www.literacytools.ie>

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## Getting to know the layout of a personal letter

Fill in the letter using your own details. Write to someone about how you are getting on. Your message can be very short.

1. Your Address

3. Greeting

5. Sign off

2. Date

4. Message

6. Signature

	1.	_____
		_____
		_____
	2.	_____
3.		_____
4.		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
5.		_____
6.		_____

So the weeks passed on, till one fine day there came a letter addressed to Dr. Livesey, with this addition, "To be opened, in the case of his absence, by Tom Redruth or young Hawkins." Obeying this order, we found, or rather I found-for the gamekeeper was a poor hand at reading anything but print-the following important news

Place and Date

Old Anchor Inn, Bristol, March 1, 17-

Greetings

Dear Livesey,

As I do not know whether you are at the hall or still in London, I send this in double to both places.

The ship is bought and fitted. She lies at anchor, ready for sea. You never imagined a sweeter schooner-a child might sail her-two hundred tons; name, HISPANIOLA.

I got her through my old friend, Blandly, who has proved himself throughout the most surprising trump. The admirable fellow literally slaved in my interest, and so, I may say, did everyone in Bristol, as soon as they got wind of the port we sailed for-treasure, I mean.

Blandly himself found the HISPANIOLA, and by the most admirable management got her for the merest trifle. There is a class of men in Bristol monstrously prejudiced against Blandly. They go the length of declaring that this honest creature would do anything for money, that the HISPANIOLA belonged to him, and that he sold it me absurdly high-the most transparent calumnies. None of them dare, however, to deny the merits of the ship.

So far there was not a hitch. The workpeople, to be sure-riggers and what not-were most annoyingly slow; but time cured that. It was the crew that troubled me.

I wished a round score of men-in case of natives, buccaneers, or the odious French-and I had the worry of the deuce itself to find so much as half a dozen, till the most remarkable stroke of fortune brought me the very man that I required.

I was standing on the dock, when, by the merest accident, I fell in talk with him. I found he was an old sailor, kept a public-house, knew all the seafaring men in Bristol, had lost his health ashore, and wanted a good berth as cook to get to sea again. He had hobbled down there that morning, he said, to get a smell of the salt.

I was monstrously touched-so would you have been-and, out of pure pity, I engaged him on the spot to be ship's cook. Long John Silver, he is called, and has lost a leg; but that I regarded as a recommendation, since he lost it in his country's service, under the immortal Hawke. He has no pension, Livesey. Imagine the abominable age we live in!

Well, sir, I thought I had only found a cook, but it was a crew I had discovered. Between Silver and myself we got together in a few days a company of the toughest old salts imaginable-not pretty to look at, but fellows, by their faces, of the most indomitable spirit. I declare we could fight a frigate.

Long John even got rid of two out of the six or seven I had already engaged. He showed me in a moment that they were just the sort of fresh-water swabs we had to fear in an adventure of importance.

I am in the most magnificent health and spirits, eating like a bull, sleeping like a tree, yet I shall not enjoy a moment till I hear my old tarpaulins tramping round the capstan. Seaward, ho! Hang the treasure! It's the glory of the sea that has turned my head. So now, Livesey, come post; do not lose an hour, if you respect me.

ending

Let young Hawkins go at once to see his mother, with Redruth for a guard; and then both come full speed to Bristol.

signature

John Trelawney

postscript

Postscript-I did not tell you that Blandly, who, by the way, is to send a consort after us if we don't turn up by the end of August, had found an admirable fellow for sailing master-a stiff man, which I regret, but in all other respects a treasure. Long John Silver unearthed a very competent man for a mate, a man named Arrow. I have a boatswain who pipes, Livesey; so things shall go man-o'-war fashion on board the good ship HISPANIOLA.

I forgot to tell you that Silver is a man of substance; I know of my own knowledge that he has a banker's account, which has never been overdrawn. He leaves his wife to manage the inn; and as she is a woman of colour, a pair of old bachelors like you and I may be excused for guessing that it is the wife, quite as much as the health, that sends him back to roving.

J. T.

P.P.S.-Hawkins may stay one night with his mother.



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## Example of Letter inviting friend to visit

12 Hill Drive  
Norton  
Ca Meath.

15<sup>th</sup> May 2005

Dear Susan

I hope all is well with you. It has been ages since we saw you here in Meath.

I am writing to ask you to come and stay with us the weekend of the 6<sup>th</sup> June. We are having a little get together because John is going to Australia for a year. It would be lovely for him to see you before he goes, you are his godmother after all. Let me know if you can make it, don't worry if not, any weekend before then is fine.

We are all in good form here. Very busy trying to get John organised. I will miss him while he's away. I do hope all the family are well.

Love

Mary

TAREA:

Correspondencia

LE: letter writing

L2: email writing

LE: cada alumno/a habrá de escribir una carta dirigida a un "penpal" desconocido; en ella se presentará, describirá y contará como le ha ido durante el trimestre. Cada uno escogerá dos materias y relatará lo que ha ido aprendiendo o lo más significativo del trimestre. (350-400 palabras)  
Estas cartas se intercambiarán con alumnos de otras clases, sin revelar la procedencia.

L2: cada alumno/a escribirá un email dirigido a su epal asturiano (Proyecto: NETS and LINK), presentándose y describiéndose.

Criterios de evaluación

# Postcards

When you are away on holiday it can be nice to write some postcards:

- To let people see what the place you are in is like
- To let them know that you are thinking of them

## Tips for writing a postcard

Writing a postcard is like writing a short note.

You don't have a lot of room so just write a few lines.

You don't need to write long sentences.

### *Example*

Instead of writing 'I am having a lovely time'.

You could write: 'Having lovely time'.

Write your message on the left side of the card.

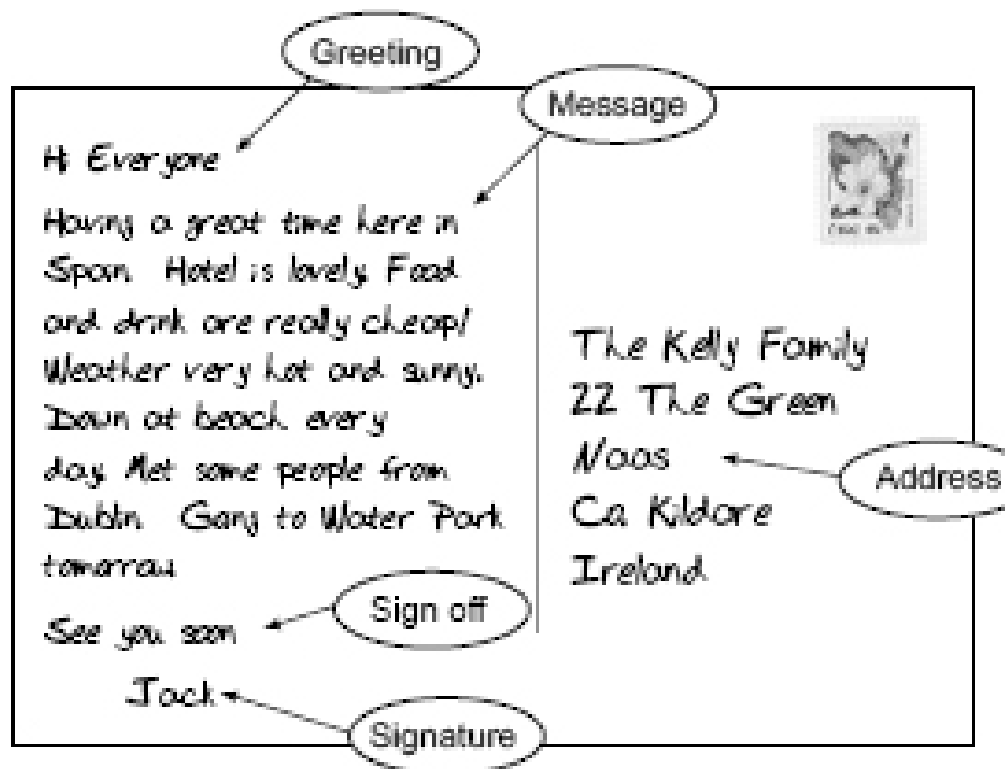
Write the address on the right side of the card.

Don't forget to write down the country if you are sending it back to Ireland.

Don't forget to leave room for the stamp!

<p>Space for your Message</p>	<div data-bbox="1029 1232 1133 1355"></div> <p>Address of person you are sending card to</p> <hr/> <hr/> <hr/>
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## Sample Postcard



The Greeting could be:

Hi Everyone  
Greetings from sunny Spain  
Weather lovely  
Wish you were here  
Having the best time

The Sign off could be:

Love  
See you soon  
That's all the news for now  
Best wishes  
Lots of love

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## Writing Postcards

Imagine you are on holiday in France with some friends.  
Ask yourself some questions to get your ideas going.

- How did you get there?
- What is the place you are staying in like?
- What is the weather like?
- What kind of things have you done or would like to do?
- Where did you visit?

Here are some words you might use in your message.

apartment

hotel

airport

beach

pool

weather

tours

pub

shopping

duty free


sight-seeing

souvenirs

views

trips

swimming

	
	_____
	_____
	_____
	_____


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## Writing Postcards

Imagine you are in Spain on a cooking holiday.

- Where is the place? Look at an atlas if you want.
- How many people are on the course?
- What have you learned?
- Do you like the cooking or find it very hard?
- What are you doing in the evenings?
- Why did you go there?

Remember these questions are just to get you started.  
Your own ideas are the most important.

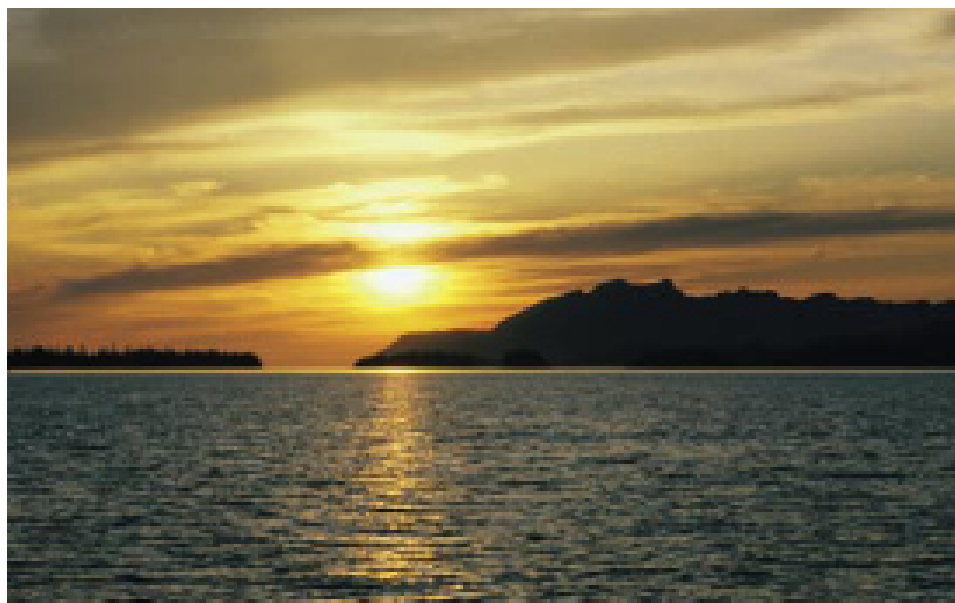
	


## Writing Postcards

Look at the picture on the front of the postcard.

Imagine that you are there.

Write about what you were doing, what it is like and if you are enjoying that kind of holiday.



	 <hr/> <hr/> <hr/> <hr/>
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## Wish you were here?

Look at the picture on the front of the postcard.

This shows a holiday that might not have gone so well. Write about what went wrong on the holiday.



	
	_____
	_____
	_____
	_____



## Trip of a lifetime

You have won the Lotto and you have just gone on the trip of a lifetime.  
Think about where in the world you might be.

What experience would you really enjoy?

- Climbing a mountain in Nepal
- Skiing in Austria
- Shopping in New York
- Riding an elephant in India
- Walking along the Great Wall of China

Take time to think of your own ideas.

Write a postcard to a friend describing this experience of a lifetime.



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